

FY 2013 CDBG APPLICATION PROCESS
Character Limits by Section Info

FY 2013 CDBG APPLICATION: PUBLIC SERVICES PROJECTS

Section	Title	Character Limit/Range
VI.	Agency's Mission Statement	350-360
XI.	PROVISION OF PUBLIC SERVICES ACTIVITY BACKGROUND	1610
XII.	PROJECT DESCRIPTION	1220
XIV.	TARGET POPULATION	2630
XV.6.	Provide a description of how annual cost demonstrates high benefit...	760
XV.7.	Describe the method of data collection utilized...	1610
XVI.	Explain how the proposed project addresses the goal...	2080
XVII.3.	OUTCOME #1, OUTCOME #2, OUTCOME #3	200
XVII.3.	OUTCOME MEASUREMENT (#1, #2, #3)	200
XVII.3.	DATA SOURCE (#1, #2, #3)	130
XVII.3.	DATA COLLECTION METHODOLOGY (#1, #2, #3)	200
XVIII.1.	Describe the services to be provided...	4970
XVIII.2.	Describe the frequency and duration of the services/activities...	830
XVIII.3.	Describe who will be providing the services/activities...	2320
XVIII.4.	Describe whether your agency will be networking...	1610
XVIII.5.	Describe the facility...	600
XVIII.6.	Describe how potential clients will be informed about the services...	1150
XVIII.7.	Indicate whether or not fees will be charged...	370
XVIII.8.	Describe whether there are other services/activities available...	1690-1700
XIX.	ACCESSIBILITY FOR PERSONS WITH PHYSICAL DISABILITIES	520
XXI.1.	Describe your agency's history and experience with CDBG...	1150
XXI.2.	Describe your agency's success/past accomplishments...	1540
XXI.3.	Describe your agency's project delivery staffing...	1540
XXI.4.	Describe your agency's current staff qualifications...	2080
XXI.5.	Describe how your agency will monitor the project progress...	1300
XXI.6.	Describe who will be responsible for the program oversight...	1930
XXI.7.	Describe your agency's fiscal management system...	1610
XXI.8.	Describe who will be responsible for the financial oversight...	1690-1700
XXI.9.	Describe the makeup of your agency's Board of Directors...	1220
XXI.10.	Describe your agency's Board of Directors' financial and program...	1220
XXI.11.	Describe how your agency enforces a conflict of interest policy.	760
XXI.13.	Describe whether there are any improvements needed...	680
XXII.	PROJECT SUSTAINABILITY	1150
XXV.4.	Justifications for "a. - n."	460

FY 2013 CDBG APPLICATION: COMMUNITY/ECONOMIC DEVELOPMENT PROJECTS

Section	Title	Character Limit/Range
VI.	Agency's Mission Statement	350-360
XI.	PROVISION OF CDBG COMMUNITY/ECONOMIC DEVELOPMENT ACTIVITY BACKGROUND	2400
XII.	PROJECT DESCRIPTION	1220
XIV.	TARGET POPULATION	2860
XV.6.	Provide a description of how annual cost demonstrates high benefit...	760
XV.7.	Describe the method of data collection utilized...	1610
XVI.	Explain how the proposed project addresses the goal...	2000
XVII.3.	OUTCOME #1, OUTCOME #2, OUTCOME #3	200
XVII.3.	OUTCOME MEASUREMENT (#1, #2, #3)	200
XVII.3.	DATA SOURCE (#1, #2, #3)	130
XVII.3.	DATA COLLECTION METHODOLOGY (#1, #2, #3)	200
XVIII.1.	Describe the services to be provided...	4970
XVIII.2.	Describe the frequency and duration of the services/activities...	830
XVIII.3.	Describe who will be providing the services/activities...	2320
XVIII.4.	Describe whether your agency will be networking...	1610
XVIII.5.	Describe the facility...	600
XVIII.6.	Describe how potential clients will be informed about the services...	1150
XVIII.7.	Indicate whether or not fees will be charged...	370
XVIII.8.	Describe whether there are other services/activities available...	1690-1700
XIX.	ACCESSIBILITY FOR PERSONS WITH PHYSICAL DISABILITIES	520
XXI.1.	Describe your agency's history and experience with CDBG...	1150
XXI.2.	Describe your agency's success/past accomplishments...	1540
XXI.3.	Describe your agency's project delivery staffing...	1540
XXI.4.	Describe your agency's current staff qualifications...	2080
XXI.5.	Describe how your agency will monitor the project progress...	1300
XXI.6.	Describe who will be responsible for the program oversight...	1930
XXI.7.	Describe your agency's fiscal management system...	1610
XXI.8.	Describe who will be responsible for the financial oversight...	1690-1700
XXI.9.	Describe the makeup of your agency's Board of Directors...	1220
XXI.10.	Describe your agency's Board of Directors' financial and program...	1220
XXI.11.	Describe how your agency enforces a conflict of interest policy.	760
XXI.13.	Describe whether there are any improvements needed...	680
XXII.	PROJECT SUSTAINABILITY	1150
XXV.4.	Justifications for "a. - n."	460

FY 2013 CDBG APPLICATION: DEVELOPMENT/CAPITAL IMPROVEMENT PROJECTS

Section	Title	Character Limit/Range
VI.	Agency's Mission Statement	350-360
XI.	PROVISION OF SERVICES AT PUBLIC FACILITY TO BE IMPROVED	1610
XII.	PROJECT DESCRIPTION	1220
XIV.	TARGET POPULATION	2630
XV.6.	Provide a description of how annual cost demonstrates high benefit...	760
XV.7.	Describe the method of data collection utilized...	1610
XVI.	Explain how the proposed project addresses the goal...	2080
XVII.3.	OUTCOME #1, OUTCOME #2, OUTCOME #3	200
XVII.3.	OUTCOME MEASUREMENT (#1, #2, #3)	200
XVII.3.	DATA SOURCE (#1, #2, #3)	130
XVII.3.	DATA COLLECTION METHODOLOGY (#1, #2, #3)	200
XVIII.1.	Describe the major tasks/activities to be completed...	2470
XVIII.2.	Describe whether construction plans have been completed...	520
XVIII.3.	Describe any regulatory actions...	520
XVIII.4.	Describe whether construction will be ready to start...	520
XVIII.5.	Minor Residential Rehabilitation Project Only: Describe who will be completing the project tasks/activities...	1770
XIX.8.	Describe the relocation plans...	1090
XX.	ACCESSIBILITY FOR PERSONS WITH PHYSICAL DISABILITIES	440
XXI.1.	Describe your agency's history and experience with CDBG...	1150
XXI.2.	Describe your agency's success/past accomplishments...	1930
XXI.3.	Minor Residential Rehabilitation Project Only: Describe your agency's staffing levels...	1150
XXI.4.	Minor Residential Rehabilitation Project Only: Describe your agency's current staff qualifications...	1850
XXI.5.	Describe how your agency will monitor the project progress...	1300
XXI.6.	Describe who will be responsible for the program oversight...	1850
XXI.7.	Describe your agency's fiscal management system...	1460
XXI.8.	Describe who will be responsible for the financial oversight...	1770
XXI.9.	Describe the makeup of your agency's Board of Directors...	1220
XXI.10.	Describe your agency's Board of Directors' financial and program...	1300
XXI.11.	Describe how your agency enforces a conflict of interest policy.	760
XXI.13.	Describe whether there are any improvements needed...	680
XXII.	PROJECT SUSTAINABILITY	1150
XXVI. A.2.	a. Lead-Based Paint Assessment/Abatement	320-330
XXVI. A.2.	b. Construction Management	520
XXVI. A.2.	c. Construction/Renovation	1470

XXVI. A.2.	d. Project Management Services	450
XXVI. A.2.	e. Consultant/Professional Services	450
XXVI. A.2.	f. Other	390
XXVI. A.2.	g. Other	390
XXVI. A.2.	h. Other	320-330
XXVI. A.2.	i. Other	320-330
XXVI. B.5.	a. Lead-Based Paint Assessment/Abatement	320-330
XXVI. B.5.	b. Construction Management	520
XXVI. B.5.	c. Construction/Renovation	450
XXVI. B.5.	d. Project Management Services	450
XXVI. B.5.	e. Consultant/Professional Services	450
XXVI. B.5.	f. Other	390-400
XXVI. B.5.	g. Other	390-400
XXVI. B.5.	h. Other	320-330
XXVI. B.5.	i. Other	320-330